

LIBRARY ASSISTANT II

NATURE OF WORK

This is responsible paraprofessional library work requiring some knowledge of library practices and procedures.

Work involves responsibility for providing library services in a variety of settings. Work also involves extensive public contact. Employees have some independence of action in disposition of routine work matters and in handling complaints from the public. Work decisions are made in accordance with established policies and procedures. Duties may include substituting at various branches and as bookmobile driver. Work is evaluated by a supervisor based on reviews of routine assignments and special projects including observation of performance and conferences.

EXAMPLES OF WORK PERFORMED

Evaluates and interprets customers' questions; decides on appropriate library resources for response; suggests appropriate reading materials for customers with varying interests and reading skills; consults with supervisor or professional staff on complex or unusual questions.

Applies on-line circulation system procedures to enhance service to customers including placing holds, registering borrowers, and circulating and routing materials.

Searches OCLC for cataloging copy using a variety of search strategies; inputs catalogers' copy and downloads records into local computer system; performs routine maintenance on bibliographic database.

Uses and instructs customers in use of public access catalog, indexes, almanacs, atlases, directories, bibliographies, encyclopedias, etc.

Maintains in-house reference files such as community resource file and telephone directory index; keeps reference filing services up-to-date; maintains book displays; assists in preparing booklists.

Processes interlibrary loan requests on state or national interlibrary loan networks.

Assists in implementation of annual systemwide children's summer reading program.

Opens and closes branch libraries; substitutes at different branch locations and bookmobile.

Balances cash register receipts.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of library services to help customers use and understand library resources.

Knowledge of standard library reference sources.

Knowledge of the Dewey classification schedule.

- Knowledge of, and interest in, books and literature.
- Knowledge of bibliographic search procedures in on-line catalog.
- Knowledge of specific library collections such as Nebraska Heritage, Polley Music or audio recordings collection.
- Ability to establish and maintain effective working relationships with coworkers, and to deal with the public in a tactful and courteous manner.
- Ability to adapt to periods of heavy public service demands.
- Ability to communicate effectively both orally and in writing, in person and on the telephone.
- Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.
- Ability to organize work and follow through on assignments with attention to detail.
- Ability to accurately perform arithmetical functions for handling fines and fees.
- Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.
- Skill in accurately inputting data into computer terminal.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in the liberal arts and experience working in libraries.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by two years of college level course work in liberal arts and experience in providing public service; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

4/75

Revised: 9/91

PS4107